

Panaji, 6th December, 1979. (Agrahayana 15, 1901)

SERIES I No. 36



# OFFICIAL GAZETTE

## GOVERNMENT OF GOA, DAMAN AND DIU

### GOVERNMENT OF GOA DAMAN AND DIU

Department of Personnel and Administrative Reforms

#### Notification

1-25-78-Div. I

In exercise of the powers conferred by the proviso to article 309 of the Constitution, read with the Government of India, Ministry of External Affairs Notification No. F. 7(11)/62-Goa dated 25-7-1963, the Lt. Governor of Goa, Daman and Diu is pleased to make the following rules relating to recruitment to Group 'C' Non-Ministerial Non-Gazetted post in the Office of the Lt. Governor, Cabo Raj Niwas, under Government of Goa, Daman and Diu.

**1. Short title.** — These rules may be called Government of Goa, Daman and Diu, Office of the Lt. Governor, Group 'C' Non-Ministerial Non-Gazetted post recruitment rules, 1979.

**2. Application.** — These rules shall apply to the posts specified in column 1 of the Schedule to these rules.

**3. Number, classification and scale of pay.** — The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

**4. Method of recruitment, age limit and other qualifications.** — The method of recruitment to the said posts, age limit, qualifications and other matters

connected therewith shall be as specified in columns 5 to 13 of the aforesaid Schedule.

Provided that,

- (a) the maximum age limit specified in the Schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and other special categories in accordance with the orders issued by the Government from time to time;
- (b) no male candidate, who has more than one wife living and no female candidate, who has married a person having already a wife living, shall be eligible for appointment unless the Government, after having been satisfied that there are special grounds for doing so exempts any such candidate from the operation of this rule;
- (c) *Saving:* Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- 5. These rules will come into effect from the date of the Notification and will relate to appointments to the various posts made on or after this date.

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

*V. J. Meneses, Under Secretary (Personnel).*

Panaji, 16th November, 1979.

## SCHEDULE

Name of the post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Period prescribed for probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades from which promotion/deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer and percentage of the vacancies to be filled by various methods	If a DPC exists U.P.S.C. is to be consulted in its composition making recruitment
1. A. D. C. to Lt. Governor.	1	Group 'C' (Non Minis-500-EB-15-Gazatted).	Rs. 380-12- (Non Minis-500-EB-15-660.	N. A.	N. A.	N. A.	N. A.	By transfer	Transfer: Police Sub-Inspector OR Assistant Sub-Inspector from the Office of Inspector General of Police.	N. A. N. A.

## Notification

6-5-79-Div. I

In pursuance of rule 32, read with rule 22 of the Goa, Daman and Diu Civil Service Rules, 1967, the Administrator of Goa, Daman and Diu hereby makes the following regulations, namely:—

1. *Short title.*— These regulations may be called the Goa, Daman and Diu Civil Service (Probation, Training and Departmental Examination) Regulations, 1979.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Definitions.*— In these regulations, unless the context otherwise requires:—

(a) "Board" means the Departmental Examination Board;

(b) "Cadre Post" means any post specified in schedule I to the Rules and any other post declared to be a duty post of the service under clause (d) of rule 2 of the Rules;

(c) "Director of Training" means the Officer appointed by the Central Government, or the Administrator of Goa, Daman and Diu to be in charge of the training of probationers;

(d) "Probationer" for the purpose of these Regulations means a person appointed to the Service on probation by Direct Recruitment.

(e) "Schedule" means the Schedule appended to these regulations;

(f) "Service" means the Goa, Daman and Diu Civil Service;

(g) "the Rules" means the Goa, Daman and Diu Civil Service Rules, 1967.

3. *Training of probationers.*— Every probationer shall, on appointment to the Service, undergo training for such period as the Government of Goa, Daman and Diu may prescribe.

4. *Departmental Examination.*— (1) Every probationer shall be required to pass a departmental examination by the higher standard during the period of probation.

(2) The departmental examination shall be held twice a year. The dates, time-table and place of examination shall be intimated by the Director of Training to the probationers who have to take the examination.

(3) The Departmental examination shall be in two parts, namely:—

(a) *Part—I Written Examination.*— The subjects for the written examination shall be as follows, namely:—

1. Basic Political Concepts and the Constitution of India.
2. Basic Economic Principles and Five Year Plans.
3. Public Administration.
4. Criminal Law.
5. Revenue Law and Procedure.
6. Civil Law and Procedure.

7. Treasury Rules and Financial Rules.
8. Languages (Hindi and Marathi or Konkani or Gujarati) (including oral).

(b) The syllabus for the examination and the maximum marks allotted to each paper shall be as specified in schedule.

(c) Every probationer shall be required to obtain a minimum of 60 per cent marks in each subject to pass therein by the higher standard. A probationer shall be deemed to have passed the examination by the lower standard if he obtains less than 60 per cent, but not less than 50 per cent, marks in each subject.

(d) The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Government of Goa, Daman and Diu.

(e) *Part — II Qualifying Tests.* — Qualifying tests shall be held in the following subjects namely: —

- (i) Horse Riding Saddling and bridling, mounting and dismounting, trotting, cantering, trotting with reins relaxed, trotting without stirrups, cantering without stirrups, jumping/hurdles.
- (ii) Motor Driving and Mechanism: Motor driving including maintenance of motor vehicles and an elementary knowledge of their working.
- (iii) Swimming.
- (iv) Musketry and handling and firing of the Target shooting — rifle and the revolver.

(f) Every probationer shall be required to obtain a minimum of 50 per cent marks in the tests specified in clause (e) of sub-regulation (3) to qualify therein.

(4) There shall be a Board consisting of three persons who may be nominated by the Administrator from time to time.

The Board shall be in overall charge of the departmental examination.

(5) The Director of Training shall —

- (i) receive question papers from the examiners and cause them to be printed or cyclostyled;
- (ii) frame detailed "Instructions for Candidates" and superintend the written examination;
- (iii) conduct the oral examination;
- (iv) select passages in Hindi and Marathi or Gujarati or Konkani for the reading test;
- (v) select records required for the examination in Criminal and Revenue cases;
- (vi) transmit the answer books to the examiners;
- (vii) receive the answer books from the examiners after marks have been awarded;
- (viii) consider and submit to the Board the results of the departmental examinations with his recommendations; and

(ix) generally conduct the entire correspondence and attend to such other matters relating to the departmental examination as have not been expressly allotted to any other authority.

(6) (i) The examiners shall send their awards of marks to the Director of Training who shall submit his report on the examination together with —

(a) a statement of the marks awarded to each probationer in the oral test; and

(b) a report on any matter, arising from the conduct of the examination, which he may consider necessary to be brought to the notice of the Board.

(ii) The Board shall thereupon consider the report and make recommendations as to which of the probationers may be declared to have passed the examination.

(7) As soon as possible after the meeting of the Board the Director of Training shall submit a copy of the proceedings of the meeting, duly authenticated by the Chairman of the Board, together with copies of all the relevant documents and a statement of the results of the examination as recommended by the Board, to the Government of Goa, Daman and Diu.

(8) The Government of Goa, Daman and Diu after the receipt of the communication referred to in sub-regulation (7) shall approve the result of the examination and communicate the same to the probationers concerned.

5. *Failure to pass the departmental examination.* — Where a probationer fails to pass the departmental examination by the higher standard during the period of probation, the Government of Goa, Daman and Diu may permit him to sit for re-examination in the subject or subjects in which he failed, or exempt him from appearing in such subject or subjects or discharge him from the service, or pass such other order as it may think fit.

6. *Discharge of a probationer.* — A probationer shall be liable to be discharged from the Service, or, as the case may be, reverted to the post on which he holds a line.

(a) If he fails to pass the examination in any subject mentioned in clause (a) and (e) of sub-regulation (3) of regulation 4 in the circumstances mentioned in regulation 5;

(b) If the Government of Goa, Daman and Diu is satisfied that the probationer was ineligible or is considered unsuitable for being a member of the Service; or

(c) If he is found lacking in qualities of mind and character needed for the Service or in the constructive outlook and human sympathy needed in the public services generally.

7. *Travelling Allowance.* — A probationer shall in respect of a journey which he may be required to perform, be entitled to such travelling allowance as may be admissible to a member of the Service.

(i) On tour, if the journey is—  
 (a) in connection with his training; or  
 (b) for attendance at any examination during the period of probation; and  
 (ii) on transfer, if the journey is for proceeding to the station to which he is posted against cadre post after the departmental examination.

8. *Repeal.*—The Goa, Daman and Diu Civil Service (Probation, Training and Departmental Examination) Regulations, 1968, are hereby repealed.

9. *Interpretation.*—If any question arises relating to the interpretation of these regulations, it shall be referred to the Government of Goa, Daman and Diu whose decision thereon shall be final.

By order and in the name of the Administrator of Goa, Daman and Diu.

V. J. Menezes, Under Secretary (Personnel).

Panaji, 22nd November, 1979.

#### THE SCHEDULE

See regulations 2(e) and 4(3) (b)

##### Syllabus for Departmental Examination of the Goa, Daman and Diu Civil Service Probationers

(*Note:*—In this Schedule, reference to any publication shall be construed as a reference to the latest edition of such publication. Where any rules or enactment mentioned in the Schedule are repealed and replaced by another set of rules or enactment the reference to the repealed rules or enactment shall be construed as a reference to the set of rules or enactment by which they are repealed.)

##### I Basic Political Concepts and the Constitution of India

Maximum Marks 100

A. *Basic Political Concepts:* The State-Sovereignty, Law, Liberty-Rights and duties of Citizen-equality of the state and the individual-Generation of Powers-Socialism and Communism, Democracy, Republic-Federal and Unitary States-Parliamentary and Presidential forms of Government.

B. *Constitution of India.* Evolution of constitution—The preamble and Basic Principles-Fundamental Rights and Directive, Legislative, Judiciary-Relations between Union and States—The Services under the Union and the States-Elections-Parliamentary Procedure.

A copy of the Constitution of India will be provided at the written examination.

##### II. Basic Economic Principles and Five Year Plans:

Maximum Marks 100

Probationers are expected to have a broad understanding of the basic principles of economics, their application to Indian conditions, main provisions of the Five Year Plans and general progress.

##### (a) Basic Economic Principles:

- National Income-Concept and method of calculation.
- Production: laws of returns-consumption; laws of diminishing utility and elasticity of demand-distribution, marginal productivity theory.
- Determination of price-perfect, imperfect and monopolistic competition.
- Free enterprise economy-implications of price mechanism factor allocation and optimum production-defects of free enterprise economy and need for state intervention and control.
- Basic principles of socialism-Some problems of socialism-mixed economy.
- Capital formation-role of savings and investment.
- Meaning and measurement of under-development-problems of under development economy-planning for development-implication.
- Money and its functions-quantity theory of money changes in the value of money-control of inflation.
- Banking functions-creation of credit Central bank and credit control-monetary policy in under-development economy.
- International trade-comparative cost and factor-proportion problem of trade-balance of payment-foreign exchange-correction of disequilibrium in balance of payments.
- Role of Public finance-incidents of taxation-effect of taxes, public expenditure and borrowing-deficit financing-budget as an instrument of economic policy.

##### (b) Five Year plans:

##### (c) Structure of the Indian Economy.

- Comparative study in Indian Plans-objectives-priorities shortfalls.
- Financial resources-taxation-role of public and Private Sector deficit-financing borrowing external resources.
- Agriculture under the Plans-resources, targets and performance.
- Industrial Policy role of public and private sectors; resources, targets and performance.
- Prices, Wages and the Employment Problem.
- A copy each of the Plans shall be provided at the written examination.

##### III. Public Administration

Maximum Marks 100

There shall be one paper of three hours' duration, covering General Administration and District Administration. The probationers are expected to acquire the necessary basic knowledge of the structure and working of Government institutions, an understanding of the general principles of administration and of the role of civil servants in administration, and an appreciation of the salient features of Indian History with reference to the evolution and growth of Indian History, Government Institutions and administrative practices. In judging the answers, no additional

credit will be given for detailed or expert knowledge of any of these subjects; and the candidates or their expert knowledge on any of these subjects; and the candidate will be expected to examine the main issues from all relevant angles.

*A. General Administration.*

1. Essentials of Administration: planning, implementation and evolution.
2. Organisations structure of Government: Main units of Government — forms of organisation relationship between policy making and executive agencies.
3. The role of civil servants in a democracy — Political neutrality of the civil service — the civil servants and minister — the role of the civil servant in formation of policy.
4. Bureaucracy: Essential characteristics of bureaucratic Organisation — its strength and weakness — the civil servant as a member of bureaucracy.
5. The role of the generalist and the specialist in Administration.
6. Delegation and Decentralisation; the value of delegation — factors that influence the extent of delegation.
7. Office Management cases of delays-objectives of a procedure movement of papers-nothing and drafting checks on delays and control over work.
8. Budget: Preparation of the budget and passing of the budget by Parliament—the budget as an instrument of Planning-Administration aspect in framing the budget.
9. The role of audit in Administration: Organisation of the Indian Audit Department-Audit as an aid to Administration and as critic of Administration-audit reports and Public Accounts Committee.
10. Recruitment and Training: Various method of recruitment-institutional training and training on the job.
11. Merit and Seniority: Their role in promotion-performance evolution.
12. The Civil Servants: Code of conduct: Restrictions on the Liberties of Civil servants and their justification-provisions of Conduct Rules.
13. Integrity in Public services: Standards of integrity in the public services causes of corruption and measures for its eradication.
14. Grievance procedures: Staff Councils Whitley Councils.
15. Disciplinary procedures in Government: Disciplinary procedure under the Central Civil Services Classification, Control and Appeal Rules.
16. Social Welfare Services: Welfare programmes—handicapped groups-scheduled castes and scheduled tribes.
17. Industrial Relations: Trade Unionism-industrial relations, industrial welfare.
18. Social Security: Employees' State Insurance—social assistance programmes including old age pensions-problems and prospects of social security in India.
19. Administrative History of India.

*B. District Administration:*

1. Settlement Operations: Land Survey and Fixation of book series-Classification of land.
2. Land Revenue: Principles of land revenue in Ryatwari system of assessment and collection of land revenue-revenue hierarchy with particular reference to functions of sub-divisional Officers and village Officers.
3. Land Reforms: Zamindari abolition-tenancy reforms-ceilings-prevention of fragmentation and consolidation of holdings-disposal of the surplus land.
4. Rural Credit: Need for rural credit-kinds and sources of credit and their performance-socio-economic background-elements of goods and benevolent credit.
5. Agricultural Production: Causes of low yields—steps to maximise production.
6. Co-operatives: Principles of cooperation-types of co-operatives-appraisal of performance.
7. Community Development: The concept of Community Development—the content, organisational pattern and implementation of the programme—performance.
8. Rural Planning: Techniques under the plans-A Block survey-approach in implementation-role of the Collector.
9. Panchayati Raj Institution: Panchayati Raj bodies at the village, block and district level resources and functions assigned-problems in implementation role of the Collector.
10. Zila Parishads: Their functions and resources-role of the Collector.
11. Municipal Administration: Constitution-the executive-function: sources of revenue-control and supervision-general Administration-relationship between deliberative and executive wings.
12. Food: Procurement and Distributing.
13. Maintenance of Law and Order: The responsibilities of the magistracy and the Police—the causes of breaches of the peace-legal provisions for dealing with disturbances.
14. Land Acquisition: Procedure-determination of compensation.
15. Elections: Election machinery-preparation of electoral rolls for Assembly Constituencies-Procedure in elections in Parliament and State Legislatures-role of the Collector.
16. Natural Calamities: Relief in scarcity and floods-role of District authorities.
17. The District Officer as a co-ordinator: Relationship with other Departmental Officers in the district.
18. Inspections-Need for inspections-objectives of review-reports viz. Inspections by personal visits-procedure for inspections and compliance-field inspections-surprise inspections.

**IV. Criminal Law**

Paper I (without books)

100 Marks

1. The Indian Penal Code, 1860.
2. The Indian Evidence Act, 1872.
3. The Code of Criminal Procedure, 1973.

## Paper II (with books) 100 Marks

1. The Indian Penal Code, 1860.
2. The Indian Evidence Act, 1872.
3. The Arms Act, 1959 and the Rules framed thereunder.
4. Motor Vehicles Act, 1939.
5. The Goa, Daman and Diu Public Gambling Act, 1974.
6. The Police Act, 1861.
7. The Prevention of Corruption Act, 1947.
8. The Prevention of Food Adulteration Act, 1964.
9. The Factories Act, 1948.
10. The Goa, Daman and Diu Excise Duty Act, 1964.
11. The Extradition Act, 1908.
12. The Suppression of Immoral Traffic in Women and Girls Act, 1958.
13. The Preventive Detention Act, 1950.
14. The Defence of India Act, 1962.
15. The Probation of Offenders Act, 1958.

## Paper III Criminal Case. 100 Marks

The record of a contested case pertaining to an offence under the Indian Penal Code, 1860, or one of the special Acts like the Arms Act, 1959 etc., triable ordinarily by a Magistrate of the 1st Class, will be supplied to the Officer who will be required to frame charge/charges and write the judgement.

The record of any contested preventive proceedings — under the Code of Criminal Procedure, 1898, may also be given and the Officer required to frame a Notice and Write the preliminary order/conditional order and the final order.

## V. Revenue Law and Procedure

## Paper I (with Books) 100 Marks

1. The Goa, Daman and Diu Land Revenue Code, 1968 and the Rules framed thereunder.
2. The Goa, Daman and Diu Agricultural Tenancy Act, 1964 and the Rules framed thereunder.
3. The Land Acquisition Act, 1894.
4. The Goa, Daman and Diu Mundkars (Protection from Eviction) Act, 1976 and the Rules framed thereunder.
5. The Daman (Abolition of Proprietorship of Villages) Regulation, 1962.
6. The Goa, Daman and Diu (Abolition of Proprietorship of Lands in Diu) Act, 1971.
7. The Goa, Daman and Diu Buildings (Lease, Rent and Eviction) Control Act, 1968 and the Rules framed thereunder.
8. The Goa, Daman and Diu Sales Tax Act, 1964 and the Rules framed thereunder.
9. The Goa, Daman and Diu Entertainment Tax Act, 1964 and the Rules framed thereunder.
10. The Indian Forest Act, 1827.
11. The Land Improvement Loans Act, 1883.

12. The Agriculturist Loans Act, 1884.
13. Regulamento de Contribuição Predial.

## Paper II — Revenue Case. 100 Marks

The record of a contested suit/proceedings under the Goa, Daman and Diu Agricultural Tenancy Act, 1964, triable ordinarily by a Deputy Collector will be supplied to officers who will be required to frame issues requiring determination in the case and record their findings thereon and write the final order.

## VI. Civil Law and Procedure (with books)

100 Marks

1. The Code of Civil Procedure, 1908.
2. The General Clauses Act, 1887.
3. Personal Law — (a) Hindu Law (b) Muslim Law.
4. The Limitation Act, 1963.
5. The Transfer of Property Act, 1892.
6. The Specific Relief Act, 1963.
7. The Society Registration Act, 1860.
8. The Indian Contract Act, 1972.
9. The Indian Stamp Act, 1899.
10. The Court Fees' Act, 1870.
11. The Indian Registration Act, 1908.

## VII. Treasury Rules and Financial Rules (with books except Sr. No. 9).

100 Marks

1. Compilation of General Financial Rules, 1963.
2. Central Government Treasury Rules, Vol. II.
3. Civil Service Regulations, Vol. I & II.
4. Fundamental Rules and Supplementary Rules, Vols. I & II.
5. The Central Civil Services (Leave) Rules, 1972.
6. The Provident Fund Act, 1925 and the General Provident Fund (Central Services) Rules, 1960.
7. Compilation of the Delegation of Financial Powers Rules, 1953.
8. Central Public Works Department Code.
9. An Introduction to Indian Government Accounts & Audit.

## VIII. Languages

75 Marks

1. Translation of an English passage into Hindi.
2. Translation of a Hindi passage into English.
3. An essay in Hindi on one of the specified subjects.

## Hindi (Oral)

25 Marks

The Oral test is intended to test the ability of the probationer to speak and read the language fluently.

## Marathi or Konkani or Gujarathi. (Written)

25 Marks

1. Translation of an English passage into Marathi or Konkani or Gujarati.
2. Translation of a Marathi, or Konkani or Gujarati passage into English.

3. An essay in Marathi, or Konkani or Gujarati on one of the specified subjects.

*Marathi or Konkani or Gujarati:* 25 Marks (Oral)

The oral test is intended to test the ability of the probationer to speak and read the language fluently.

### Notification

6-5-79-Div I

In exercise of the powers conferred by rule 22 of the Goa, Daman and Diu Civil Service Rules, 1967, read with rule 3 of the Goa, Daman and Diu Civil Services (Probation, Training and Departmental Examination) Regulations, 1979, the Administrator of Goa, Daman and Diu is pleased to issue orders prescribing the training programme for the Officers appointed to Goa, Daman and Diu Civil Service Grade II on probation in accordance with Rule 5(1)(a) of the Civil Service Rules, 1967, as indicated in the Annexure to this Notification.

2. Head of Departments/Offices to whom the trainees will be attached should draw detailed training programme during training period and send a copy thereof to the Division I, Department of Personnel and A. R., Secretariat.

3. The Registrar, Judicial Commissioner's Court will obtain the approval of the Hon'ble Judicial Commissioner to the details of training of the probationer in the Court of the Civil Judge Sr. Division and J. M. F. C., Panaji, whenever this Department intimates the names of the probationers proposed for training in the said Court.

4. This is issued in supersession of the Notification No. SPL/GCS/39/71-IV dated 8-7-1971, published in the Official Gazette Series I, No. 19 dated 5th August, 1971.

By order and in the name of the Administrator of Goa, Daman and Diu.

*V. J. Menezes, Under Secretary (Personnel).*

Panaji, 23rd November, 1979.

### ANNEXURE

#### Programme of Foundational Course (Institutional Training):

The Foundational Course will be imparted at the Directorate of Training, Union Territories Civil Services, New-Delhi, for a period of about four months as per the Training Programme drawn by the Directorate.

#### II) Programme of Post-Institutional Training:

The post-institutional training envisages an intensive study of the subjects in which the performances of the Probationer during the Foundational Course period could not attain the prescribed standard as well as a practical and on-the-spot of subjects which are of relatively high importance. Viewed thus, the treasury and financial work, the

work pertaining to the Collectorate of Goa and Directorate of Civil Administration, Office of the Inspector General of Police, Planning and Development Department, Directorate of Land Survey, Excise and Sales Tax Department, Labour and Employment and Directorate of Transport constitutes the subject matter of post institutional training.

i) *Directorate of Accounts (Three weeks):* The probationer should be placed under an Accounts Officer during this period and will have to sit with the main dealing hands and to actually handle a portion of their work in order to gain first hand experience of the Treasury and Accounts procedure. The Accounts Officer should explain to the probationer the object behind the prescribed checks, balances, safeguards, rules and procedure. He should also enlighten the probationer on the various mistakes that the drawing and disbursing Officers, Controlling Officers, etc. make. The various functions to be exercised by these Officers while they deal with public funds in different capacities should be fully explained to him. At the conclusion of the training, the probationer should prepare a brief note indicating the treasury procedure and making suggestions, if any, for improvement etc.

ii) *Collectorate of Goa and Directorate of Civil Administration (one month):* The probationer should be acquainted with the working of the Collectorate, the Office being a pivot of the Administration which should give the probationer a representative picture of official functioning as well as public dealings. The Collector should attach the probationer to the main dealing hands in the Office and see that he disposes a portion of their work. The probationer should record brief notes on the work of some of the dealing hands. The Assistant Director of Panchayats and the Land Acquisition Officer should explain to the probationer the working of the Goa, Daman and Diu Village Panchayats Regulations, 1962, and the Land Acquisition Act, 1894 respectively. The Deputy Collector, North Division, Panaji, should explain to him the working of the Goa, Daman and Diu Land Tenancy Act, 1964, and the Land Revenue Code, 1968, with rules framed thereunder.

iii) *Directorate of Land Survey (one and half month):* The Training in this Directorate should comprise of (a) training with Talathi — one week (b) Training with Circle Inspector one week and (c) Training with the Inspector of Cadastral Survey — four weeks.

The probationer should be taken through all the stages of settlement and consolidation proceedings. He should be afforded an opportunity of surveying a small area, mapping it and preparing the relevant land records. For this purpose he may be attached to different functionaries.

iv) *Block Development Office (Two weeks):* The Block Development Officer should initiate the probationer into extension work and explain to him the technique and art of working amongst villagers. He will arrange for the training of the probationer with the village level workers for a period of one week during which the probationer will conduct a socio-economic survey of the village. This should help in imparting to him a thorough and first-hand

knowledge of the various development programmes and their effect on the life of a village, on the hopes and aspirations of the people and the difficulties of extension workers.

iv(a) *Appointment as Block Development Officer (1½ months):* On his appointment as Block Development Officer, the probationer will not be in full charge of the Block but will independently dispose such of the work as may be entrusted to him by the Dy. Collector or by the Collector, Goa.

v) *The Court of the Civil Judge Sr. Division and J.M.F.C. (one week):* The Hon'ble Judge should acquaint the probationer with the salient features of procedural law, substantive law and evidence act. The probationer may be supplied with a record of a contested case pertaining to an Offence under the Indian Criminal Code 1860 or one of the special acts like Arms Act, 1959, etc. triable ordinarily by a magistrate of the First Class and he will be required to frame charge(s) and write the judgement. He may also be given a record of any contested preventive proceedings under the Code of Criminal Procedure 1892 and may be asked to frame a notice and write the preliminary order, conditional order and the final order.

vi) *Mamlatdar of Goa (two weeks)*: The Mamlatdar will arrange for the study of the proceedings in cases under the Mamlatdar's Court Act, 1966 for the benefit of the probationer.

vi(a) *Appointment as Joint Mamlatdars (1½ months):* On his appointment as Joint Mamlatdar, the probationer will not be in full charge of the Taluka but will independently dispose such of the

revenue, tenancy and magisterial cases as may be transferred to him by the full fledged Sub-Divisional Officer and Mamlatdar of the Taluka or by the Addl. Collector and Addl. D. M. or by the Collector and District Magistrate, Goa, or by the Government.

vii) *Police Department (one week)*: The Inspector General of Police will arrange for the probationer's visit to a Police Station where he will go through the regular inspection books and study the notes therein carefully. Such inspection should help the probationer in recording his own inspection notes which should be of high quality.

viii): *Officers of the Commissioner of Revenue and Taxes, Excise, Sales Tax; Labour and Employment and Directorate of Transport:* The probationer will be attached to the above Offices for a period of one week each during which the Heads of Departments/Offices concerned will personally explain to him the functioning of their respective Offices, vis-a-vis the relevant legislation administered by the Department.

ix) *Government Secretariat (1½ months):* The probationer should study the working of the Secretariat.

x) *Appointment as Additional Deputy Collector (four months):* On his appointment as Additional Deputy Collector, in a Division, the probationer will not be in full charge of the Division, but may independently dispose of such of the revenue, tenancy and magisterial cases as are transferred to him by the full-fledged Deputy Collector and Sub-Divisional Magistrate or by the Addl. Collector and Addl. District Magistrate.